



Instructions: Performance evaluations shall be completed by the Project Manager for all Science and Engineering Support Services (SESS) Work Orders. The Project Manager shall complete performance evaluations at Work Order duration intervals of 90 days, 180 days and every 180 days thereafter for the term of the Work Order and at the time of Work Order completion. In addition, the Project Manager shall complete performance evaluations as needed whenever performance is "marginal" or "unsatisfactory" (after reasonable efforts have been taken by the District to improve performance) or at any other appropriate time.

Circle the appropriate ratings for Lines 1 through 8. Sum the individual ratings, by column, to produce the Individual Column Ratings on Line 9. Sum the Individual Column Ratings in Line 9 to produce the Total Rating Score on Line 10. Divide the Total Rating Score in Line 10 by the number 8 (the number of performance indicators in Lines 1-8) to produce the Average Rating Score in Line 11. Provide any additional detail in Lines 12 through 21, as deemed necessary, to support the ratings given in Lines 1 through 8. Additional space is available on Line 22 if needed.

Forward the evaluation form to the SESS Contract Manager for additional comments. The Contract Manager will forward to procurement for additional comments. The SESS Contract Manager will keep a Running Average Score of the Average Rating Scores (Line 11) for all evaluations completed at the aforementioned intervals, including those of separate Work Orders, for the entire term of the Contract. In the event the Running Average Score for a Firm falls below 3.0, the SESS Contract will be terminated for the remainder of the Contract Term.

The completed Performance Evaluation form will be retained in Procurement and will be available as a record of current performance for use in the evaluation process of future solicitations released by the District. The completed evaluation is available to the contractor only upon a Public Records request pursuant to Chapter 119, F.S.

Contract No. _____ **Contractor** _____

Circle Appropriate Rating for Questions 1-8 , Total Columns in Line 9 , Total Line 9 in Line 10, Average Line 10 (divide Line 10 by the number 8) in Line 11.

Performance Indicators		Rating				
		Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
1.	Planning and Approach	5	4	3	2	1
2.	Staff Capability	5	4	3	2	1
3.	Staff Effectiveness	5	4	3	2	1
4.	Flexibility in Meeting District Goals	5	4	3	2	1
5.	Promptness of Deliverables / Milestones / Reports	5	4	3	2	1
6.	Report Quality	5	4	3	2	1
7.	Quality of Work Completed	5	4	3	2	1
8.	Contract Under or at Budgeted Cost	5	4	3	2	1
9.	Individual Column Rating					
10.	Total Rating Score					
11.	Average Rating Score					

Complete 12 – 20 for additional detail of items 1 –8 above. Additional space is available on Item 21 of this form.

12. Current tasks completed and/or deliverables received? _____ YES _____ NO

If no, reason: _____

13. Current work completed ahead/on schedule: _____ YES _____ NO _____ # OF DAYS LATE

If no, reason: _____

14. Contract currently under/at budgeted cost? _____ YES _____ NO \$ _____ OVER

If no, reason: _____

15. Contractor strengths: _____



16. Contractor weaknesses: _____

17. Specific problems incurred: _____

18. How may these have been prevented? _____

19. Additional comments / recommendations: _____

20. Currently recommend firm for future contracts of this type? ____ YES ____ NO ____ POSSIBLY (explain below)

Project Manager

Date

Division Director

Date

21. Please indicate any additional comments corresponding to Performance Indicators (Items 1-8) on Page 1
(note marginal/unsatisfactory performance as necessary)

<u>Number</u>	<u>Remarks</u>
# _____	_____
# _____	_____
# _____	_____

Definitions of Overall Ratings:

5 Exceptional

4 Very Good

3 Satisfactory

2 Marginal

1 Unsatisfactory

--- Contract Management and Procurement Use Only ---

Please indicate any additional comments corresponding to the numbered question on Page 1 and/or Page 2:

<u>Number</u>	<u>Remarks</u>
# _____	_____
# _____	_____
# _____	_____

Contract Specialist

Date

Work Order Number _____
Work Order Number _____
Work Order Number _____
Work Order Number _____

Evaluation Number/Score _____
Evaluation Number/Score _____
Evaluation Number/Score _____
Evaluation Number/Score _____

Running Average Score _____

Contract Manager

Date